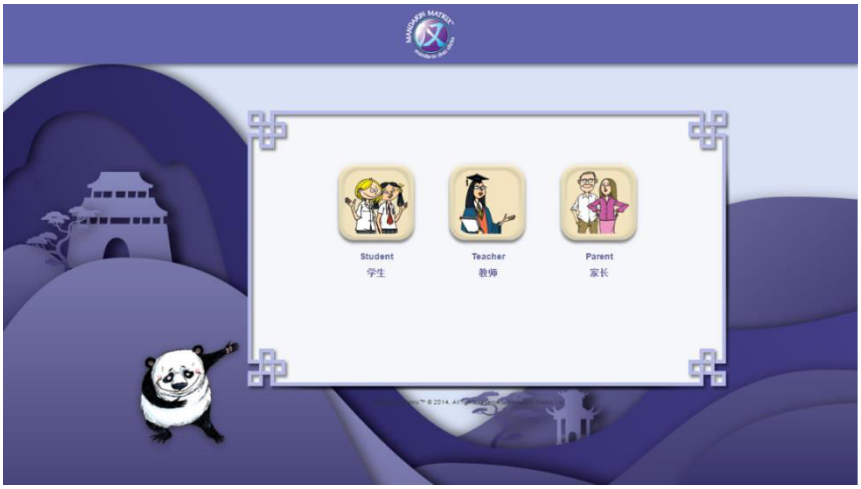
Mandarin Matrix Online Classroom

Student User Manual

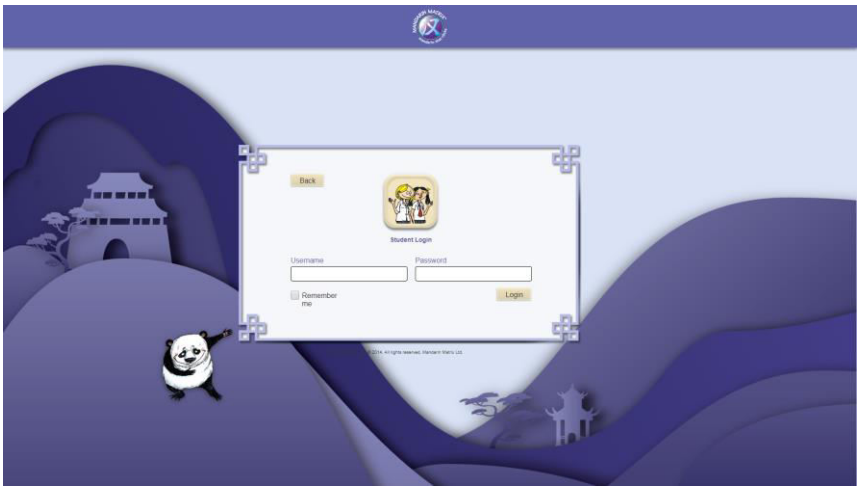
System requirement		
Device	**Recommended Web Browser**	**Additional Hardware**
PC	Google Chrome 65.0.3325.181 or latest version	Microphone and speakers or headphones
Mac	Safari 11.01 or latest version	N/A
iPad	Safari 11.01 or latest version	N/A

How to Login

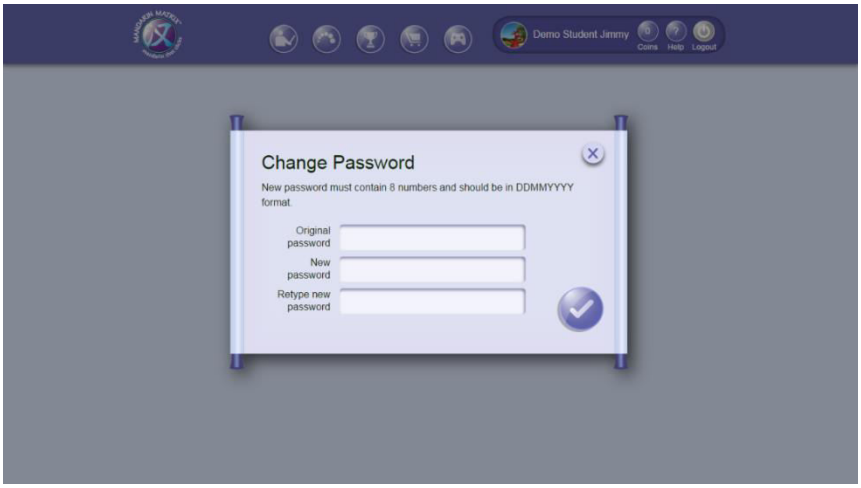
Please go to www.mandarinmatrix.com, and click on the "**Student icon**".



The system will bring you to the student account login page. Please enter your login name and password, and click on "**Login**". If you wish to save the account login name for your next visit, please click the "**Remember me**" check box before logging in.



When You Log In for the First Time
You will be asked to change to your new password in this **date format**: **DDMMYYYY** (Day/Month/Year). Choose something you can remember, and also write it down to keep it safe. Please wait a few seconds after confirming your new password, then the system will bring you to the "**Main Page**" of student account. Please note that you will not be able to change your password again.

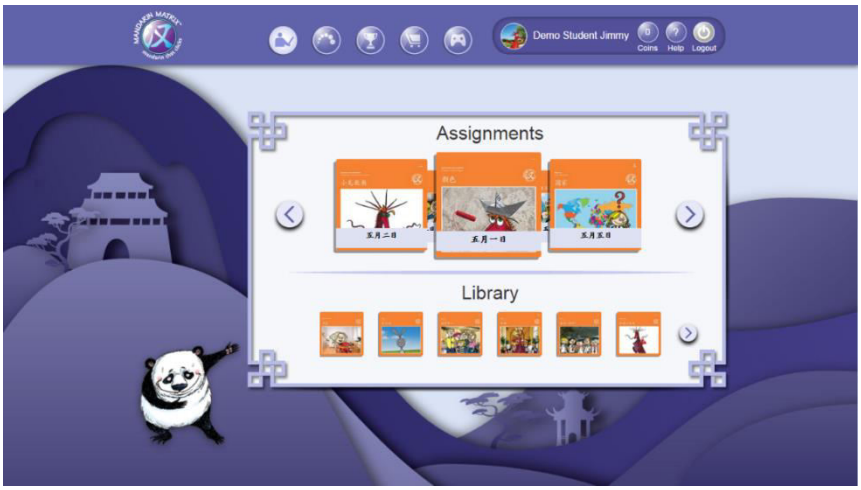


If You Forget Your Password
To retrieve or change your password, please contact your teacher or Mandarin Matrix support at help@mandarinmatrix.com.

The Main Student Page of the Mandarin Matrix Online Classroom
You can click on icons on the top panel to navigate to different parts of the Online Classroom.

The "**Assignments Section**" will list five readers that are closest to their due date. The due date of each reader is listed at the lower part of the reader cover. Readers that are past the assigned due date will be automatically moved to the right-most position of the "**Library Section**". You can use the "**Arrow button**" to navigate.

The "**Library Section**" lists the readers that have been assigned by your teacher. You can review the readers that you have already completed reading. You can use the "**Arrow button**" to navigate.



Choosing Your Profile Picture
Your student profile picture displays at the top right corner. Click the "**Profile icon**" (avatar) to enter the "**Profile page**".

Click the "**Pencil icon**" and you will see a "**Change Profile Picture**" pop-up window. You can select your favorite from 12 pre-set avatars, and then click the "**Tick button**" to confirm your choice.

Readers' Format and Content
Each reader is divided into three sections: reading pages, exercises and tests. You can click the reader cover to access the reader content.

Click the corresponding buttons to access the Chinese audio, Pinyin and English translation. You can either use the "**Arrow button**" or "**Tiles**" at the bottom to navigate through the reader.

In the "**Exercise section"** and "**Test section"**, you can also see the instructions by clicking the "**Information icon**" at the top right corner. We suggest that parents accompany their child as they complete the first few readers.

Coins are granted by completing all reading pages and exercises in a reader for the first attempt (the student **will not** get coins by redoing the same reader). Earned coins can be spent in the "**Shop**" section to buy "**Games**" and virtual "**Goodies**".

Format of Exercises

Exercises are divided into four learning areas: Reading, Writing, Listening and Speaking. You can practice as many times as you like to improve your performance:

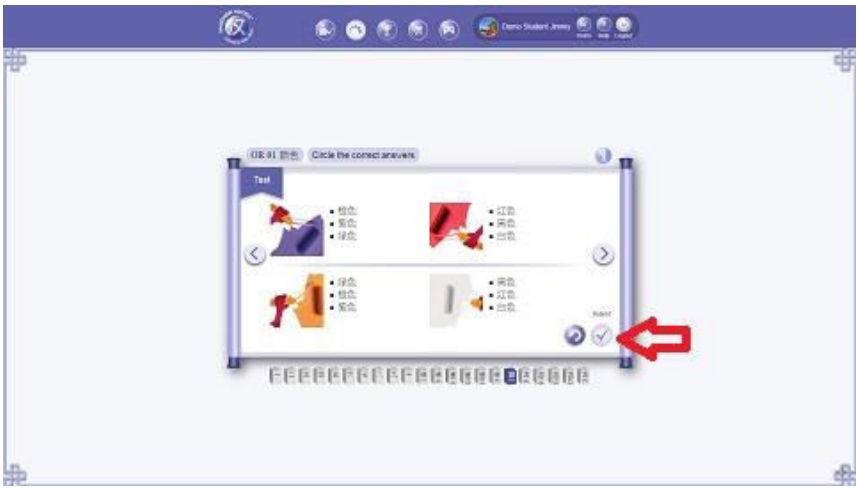
• **Reading**	**Matching**	Match the correct word with the picture
• **Reading**	**Multiple Choice**	Circle the correct word that matches the picture
• **Reading**	**Fill in the blank**	Read the Chinese sentence and match the word
• **Writing**	**Stroke Order**	See the stroke order illustration and practice in the empty box
• **Listening**	**Matching**	Match the correct word with the Chinese recording
• **Speaking**	**Oral Exercise**	Listen to the Chinese recording, recite and record your audio to check if pronunciation is accurate

Format of Tests

In exercises, you can check your own answer to see if you got it right or not. Tests are similar, but instead of checking your answer, you will need to submit the answers in the each test to the system, which your teacher can see.

Click the "**submit button**", and re-confirm your submission in the small "**pop-up window**" again, and system will direct you to the next test.

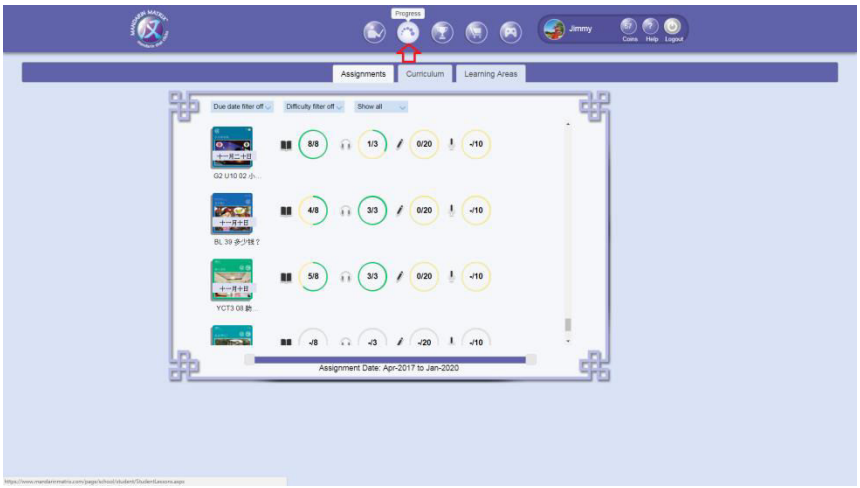
<u>You should always complete your test before its assigned due date, because the submit button will be disabled when the reader is overdue.</u>



Check Your Progress

After completing all the tests in each reader, you can click the "**Progress button**" on the top panel to access the "**Progress page**". When you enter the Progress page, the system will show you the Assignment Tab by default.

There are three different tabs available to view: **Assignment**, **Curriculum** and **Learning Areas**

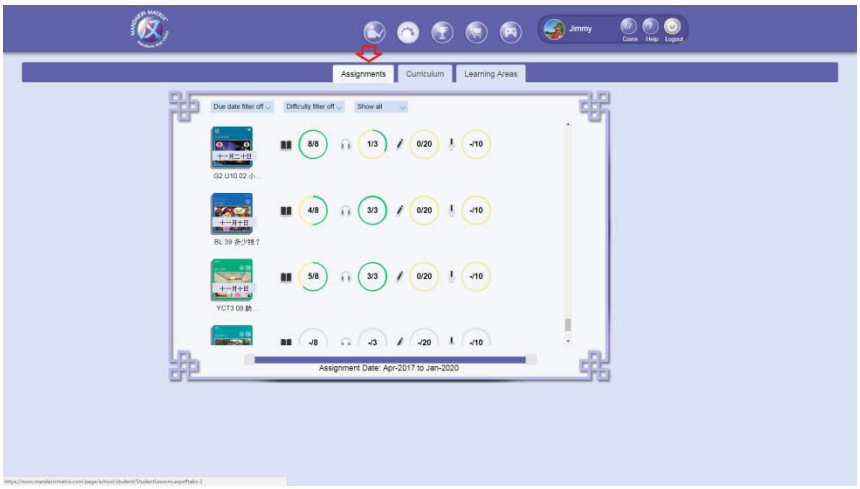


Progress Page - Assignments Tab

You can check your score for the readers in this section. The reader list can be filtered by three drop-down lists: "**Due date**", "**Difficulties**" and "**Reader Status**" (Submitted/Not Submitted).

The score you earn with each individual reader will add up to your total personal score.

The "**Time Range Slider**" is available at the bottom for you to check your own performance on assigned readers within a specific time range.



Progress Page – Curriculum Tab

Our Mandarin Matrix readers are categorized and aligned with American Council on the Teaching of Foreign Languages (**ACTFL**) Can-Do Benchmarks. These benchmark levels will help you, with your teacher, review your progress over time and work toward your personal learning goals.

The chart by default will show the percentage of readers that you complete reading in specific levels. A switch at the top left corner is also available for you to switch the display data between two different views: "**% Books**" (percentage of books completed reading), and "**Num Books**" (the number of books completed reading).

Mouse-hovering the bar chart will show the exact **percentage**/**number** of books completed in certain level.

The "**Time Range Slider**" is available at the bottom for you to check completed readers within a specific time range, either in number or percentage.

Progress Page – Learning Area Tab

You can check the total score you earn in four different learning areas: Reading, Writing, Listening and Speaking. Mouse-hovering the circular pie chart will show your exact score (in a **fraction**) in the learning area.

The "**Time Range Slider**" is available at the bottom for you to check your score in the learning area in a specific time range. It is a useful tool to see an overview of your performance and progress over a certain time period.

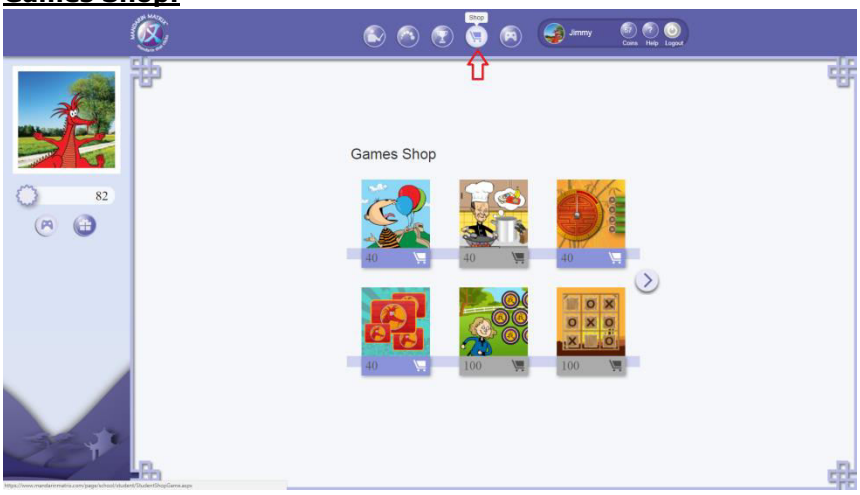
Buy Games and Goodies in the Mandarin Matrix Shop

You can click the "**Cart icon**" to enter the "**Shop**" Section, and use the earned coins to buy "**Games**" and "**Goodies**".

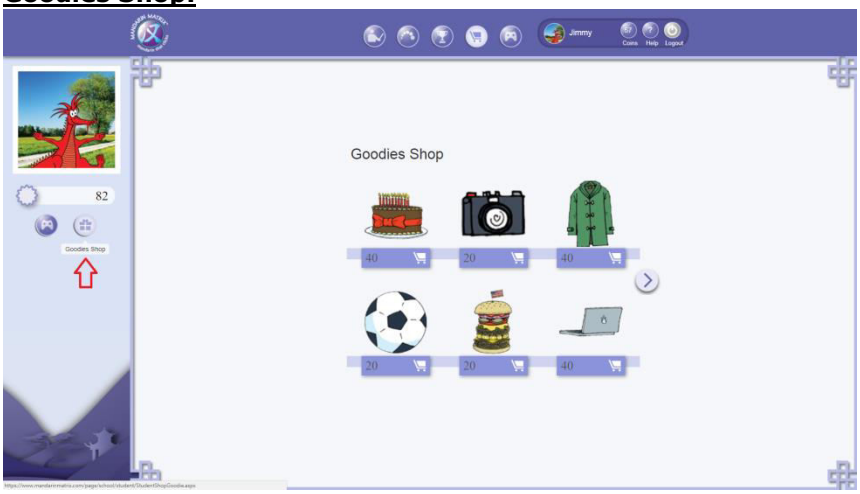
The page by default will show the list of games available for you to buy. Click the "**Gift icon**" to see the goodies available for you to buy.

Note that once you buy a game it is for you on the Mandarin Matrix Online Classroom. You can play a purchased game without spending extra coins.

Games Shop:



Goodies Shop:



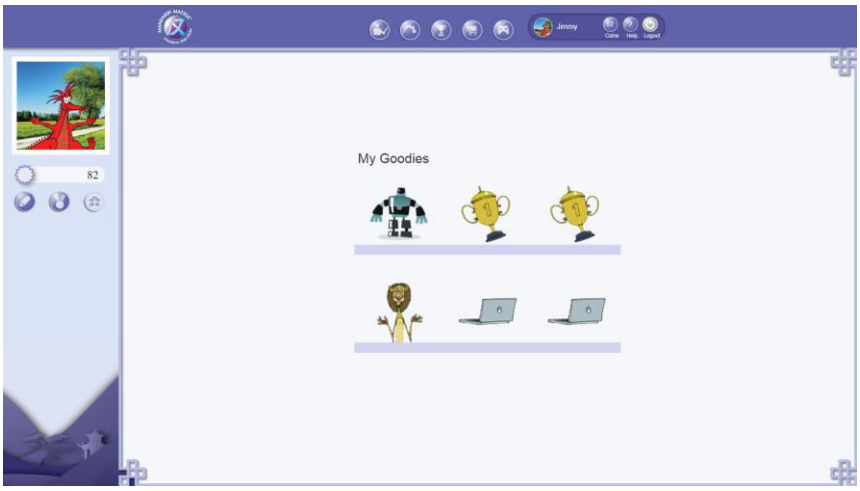
How to Play Games You Buy

After you buy a game from the shop, click the "**Controller icon**" to enter the "**Game Section**". You will see a list of purchased games.

Use the "**Arrow button**" to navigate, and click on the **game cover** to start playing.

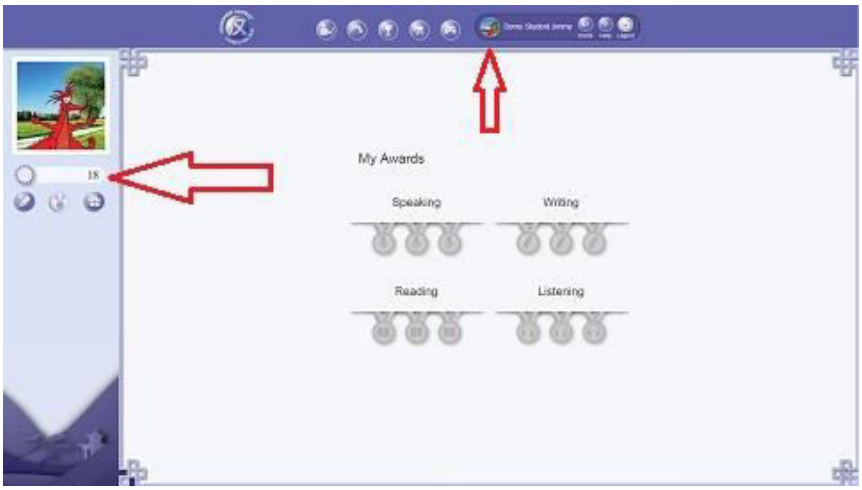
How to View Goodies You Buy

To view the "**Goodies**" you have bought, you can click the "**Profile button**", and then click "**My Goodies icon**" to see your own goodies collection.



Check Your Score

Click the "**Profile button**", and you will be directed to a page where you can check your total score on the left panel.



Help

You can click the "Help" button at the top to see the Frequently Asked Questions (FAQ) section. If you cannot find the answer to your problem here, then ask your teacher for help or send an email to help@mandarinmatrix.com。